

# BUSINESS & INDUSTRY

TRAINING CATALOG

APRIL - JUNE 2022

PROFESSIONAL EMPLOYEE TRAINING & DEVELOPMENT

## FEATURED CLASSES

LEADERSHIP LEARNING JOURNEY

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NEW CLASS - AUTOCAD PLANT 3D 2022  
ESSENTIALS

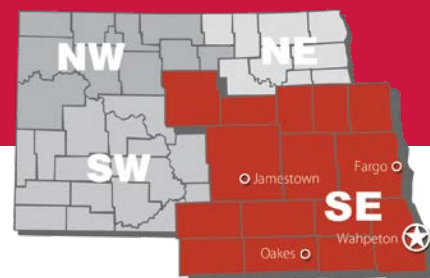
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ONLINE CLASSES

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[ It's a competitive world. **Train for it.** ]

# TRAINND



## It's a competitive world. **Train for it.**

NDSCS Division for Workforce Affairs provides **customized training** for corporations and organizations, as well as **open-enrollment training** for individuals.

As a member of the TrainND statewide workforce training system, the Division for Workforce Affairs can link you to state and region-wide networks of professionals and resources for the exact training you need to become more competitive.

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 /NDSCSworkforceaffairs

### Division for Workforce Affairs

#### North Dakota State College of Science

800 6th St. N., Wahpeton, ND 58076  
800-342-4325, ext. 2206

#### NDSCS-Fargo

1305 19th Ave. N., Fargo, ND 58102  
701-231-6915

## CUSTOMIZED TRAINING

Every business and organization is different, with distinctive processes, singular needs and unique objectives. One-size-fits-all training just won't cut it.

TrainND SE offers courses and customized programs for nearly every industry. More importantly, we make our training fit your organization and your needs, not the other way around. Our staff will:

- ◆ **Train** at NDSCS-Wahpeton, NDSCS-Fargo, at your site or virtually.
- ◆ **Customize** every program to address your specific challenges and deliver exactly the experience your employees need.
- ◆ **Tailor** courseware to deliver only topics you select.
- ◆ **Maximize** cost effectiveness by training on multiple topics in a single program.
- ◆ **Deliver** private training on any of the topics we regularly offer.

**trainND**  
SOUTHEAST

Powered By:  
North Dakota State College of Science

## OPEN ENROLLMENT TRAINING

We offer a full schedule of classes each quarter ranging from technology classes to soft skills.

The open enrollment option is ideal for individual(s) seeking training regardless if they are representing a company/organization, self-employed or an individual seeking skills for their personal benefit.

TrainND SE gives each training topic a number of class options each quarter based on the demand for a class. If a particular class is not scheduled, an individual may place their name on our waiting list.

The North Dakota State College of Science is committed to providing a healthy environment for all stakeholders. For COVID-19 guidelines go to [NDSCS.edu/Training](https://NDSCS.edu/Training).

## ROOM RENTALS

Please contact Tabitha to rent a room in Fargo or Wahpeton.

### Tabitha Dodge

Event Services Coordinator  
800-342-4325  
[NDSCS.StudentLife@NDSCS.edu](mailto:NDSCS.StudentLife@NDSCS.edu)

## TRAINND SOUTHEAST STAFF



**Susie Carlson**  
TrainND SE Director  
701-231-6912  
[Susie.Carlson@ndscs.edu](mailto:Susie.Carlson@ndscs.edu)



**Jeanine Allmaras**  
Workforce Affairs Director  
701-231-6915  
[Jeanine.Allmaras@ndscs.edu](mailto:Jeanine.Allmaras@ndscs.edu)



# PROFESSIONAL DEVELOPMENT, MANAGEMENT & LEADERSHIP

## The Path to an Inclusive Workplace

Research shows that employees who feel included are 51% more likely to recommend your company as a great place to work, 43% more committed to your company, 28% more engaged at work, and have 19% greater well-being in their lives. Inclusion is defined as feeling welcomed, respected, and valued. While hiring goals may boost diversity, they will not create an inclusive culture and may actually cause more turnover. In this workshop, we will address the components of an inclusive organization. This will be an interactive session in which we will examine best practices and reasons why inclusion efforts can fail. Throughout the three-hour workshop, experiential exercises, discussion, and information sharing will be used to move you down the path to an inclusive workplace. You will leave the workshop with techniques to apply within your organization. **\$149 Call to schedule.**

**Facilitator:** Claudette Peterson, Ed.D. and Tim O. Peterson, Ph.D.

## Boost the Power of Your Website with 21 Low-Cost, Easy-to-Implement Changes!

Are you frustrated with the results of your website? Do you wish you could sell more or get more leads from your website? Do you want to maximize every dollar you spend on your website?

If so, this workshop is for you.

In this five-hour workshop, we will cover 21 “Front end” aspects of having a strong website. This workshop will not be covering technical aspects of your website, such as Search Engine Optimization (SEO) or XML files, but will be covering “front end” aspects such as copy, design, Opt-ins and CTAs. Armed with this knowledge, you will be able to easily make changes to your website to see better results and build your business. **\$299 Call to schedule.**

**Facilitator:** Stephanie Manesis

## Identify Your “Secret Sauce”

Most of today’s successful entrepreneurs have proven that the key to an effective business strategy is being able to provide your goods and services with some special sort of twist that nobody else seems to be doing quite as well as you do. Then, by learning best practices for talking about that unique angle, you’ll position yourself as the leader in your marketplace. After attending this 4-hour power-packed training session, you’ll have the tools in your toolbox for ramping up to the next level in your measurable sales and service results. **\$149**

**Call to schedule.**

**Facilitator:** Laura Lobo

## DIY Video-Making Basics

Make great videos featuring the most natural, authentic version of yourself. Once video making becomes part of your routine, just watch how effectively your business reaches and impacts your target market.

Making authentic videos is a smart strategy, but it’s not as easy as it looks. Get confidence-building tips and save yourself from unnecessary struggles in this value-packed full-day crash course. You’ll be amazed at the transformation of both your mindset and your skill set! **\$449**

**Call to schedule.**

**Facilitator:** Laura Lobo

## Protect and Respect our Elders

Elder abuse refers to any intentional or negligent act by a caregiver that causes harm, or serious risk of harm, to a vulnerable adult. The victims are usually vulnerable and depend on others because they cannot help themselves. Abusers are often caregivers or well trusted individuals, such as family members, friends, or acquaintances.

In this two-hour session learn about the Types of Elder Abuse, Warning Signs and How to Prevent Elder Abuse. **\$99 Call to schedule.**

**Facilitator:** Leo Rognlín





**Facilitator:** Mary Beth Burns

**Call to schedule.**

### Self-Leadership

Before becoming the leader of others, it is important to be a self-leader. In this class you will learn the about the mindset: challenge assumed constraints, activate points of power, and be proactive, and the skillset: goal setting, diagnosing and matching to get what you need to succeed. **\$499**

### First-Time Managers

Becoming a first-time manager is one of the most challenging and critical career transitions. New managers are often chosen from high-performing individuals. These highly proficient doers quickly become struggling new managers, without the skills needed to succeed. **\$449**

### SLII Experience

Situational Leadership® II (SLII) is recognized as both a business language and a framework for employee development that transcends cultural, linguistic, and geographical boundaries. Its foundation lies in teaching leaders to diagnose the needs of an individual or a team and then use the appropriate leadership style to respond to the needs of the person. **\$849**



I enjoyed the opportunity to take this course online from my home.

### Leading Virtually

Based on almost 20 years of helping managers lead virtually, this program focuses on three key practices proven to boost manager effectiveness in a virtual environment. Managers first learn how to Be Present and Mindful by communicating intentionally with remote team members, structuring conversations for maximum impact, and honoring each other's work preferences. **\$449**

*Minimum and maximum enrollment required for all classes.*

## LEADERSHIP LEARNING JOURNEY

A learning journey is a position/needs specific, designed learning experience that occurs over a period of time and involves a whole series of different learning elements and learning experiences involving different methods and channels.

Whether you are or hope to be, a supervisor, manager, group leader, or an emerging leader in your organization, we can help you on your path to success. The foundation of the leadership journey is based on Ken Blanchard Companies Programs in addition to other skills that are needed to lead people effectively.

**Entire Series:** 60 hours | **Cost:** \$2,499

**Each class can be taken separately, please call to schedule an individual class.**

### Blanchard Management Essentials

This program focuses on helping managers be more effective in their role and includes animations, videos, group activities, and skill practices. With an emphasis on the Four Core Conversations managers need to have, four conversational skills are presented that create the how-to for conversations. **\$449 • Facilitator:** Mary Beth Burns

**Fargo:** Wednesday, April 13 • 9 a.m.-4 p.m.

### Blanchard SLII Concepts

Situational Leadership® II (SLII®) is the most comprehensive, up-to-date, and practical method of effectively managing and developing people, time, and resources in the world. SLII is a model and a set of tools for opening up communication and helping others develop self-reliance. **\$299 • Facilitator:** Mary Beth Burns

**Fargo:** Wednesday, April 27 • 8 a.m.-12 p.m.

### Blanchard Coaching Essentials

The Coaching Essentials program is designed for managers who want to engage in coaching conversations with their people to help them become self-reliant performers. Managers will learn and practice structured coaching conversations that will help their direct reports to be effective and independent. In support of the coaching conversations, managers will learn and practice the Coaching Process and the Essential Coaching Skills that support all conversations.

**\$499 • Facilitator:** Mary Beth Burns

**Fargo:** Wednesday, May 11 • 9 a.m.-4 p.m.

### Blanchard Conversational Capacity

Conversational Capacity® teaches people how to engage in constructive, learning-focused dialogue when challenging topics or conflicts arise so they can make informed decisions and find the best solutions, even under high pressure. That's where difficult exchanges turn into learning opportunities and unfocused meetings become innovation incubators.

**\$449 • Facilitator:** Mary Beth Burns

**Fargo:** Wednesday, May 25 • 9 a.m.-4 p.m.

### Human Resource Topics 2-Hour Virtual Classes

**Facilitator:** Janie Breth

- **Lawful, Legal & Effective Interviewing \$99** Wednesday, June 8 • 8-10 a.m.
- **Performance Appraisal as an Ongoing Process \$99** Wednesday, June 8 • 10 a.m.-12 p.m.
- **Progressive Discipline and Terminations \$99** Wednesday, June 8 • 1-3 p.m.  
(How to avoid a wrongful discharge lawsuit)
- **Working with Difficult Employee Problems \$99** Thursday, June 9 • 8-10 a.m.
- **Preventing Harassment in the Workplace \$99** Thursday, June 9 • 10 a.m.-12 p.m.

### Avoid Burnout by Tending to Stress

In today's fast-paced world, high performers in all jobs will improve their capacity for long term results and career stamina when self-care strategies are put in place. If someone you know is at risk for workplace burn out, tell them about this course to ensure they'll be able to effectively stick around for the long haul. If that person is you, bring along a friend or coworker and hold each other accountable for these essential best practices that set both of you up for a rewarding and impactful lifetime of service in your unique and valuable areas of expertise!

**\$129 • Facilitator:** Laura Lobo

**Fargo:** Wednesday, July 13 • 8-10 a.m.

### Motivating Employees To Be Their Best

In this two-hour class you will identify major factors that affect motivation, apply dialog and listening skills that model community, influence, and openness. You will also learn how to take specific actions to foster trust within a group, model the concepts of accountability, and teach a four-step process designed to help groups learn from mistakes. **\$129 • Facilitator: Laura Lobo**

**Fargo:** Wednesday, July 13 • 10 a.m.-12 p.m.

### Introduction to Public Speaking and Conducting Meetings

In this two-part, Introduction and Practice, eight-hour class, you will learn the basics of public speaking with the opportunity to gain proficiency in the basic types of speeches while freeing student from some of the problems of stage fright, organization and delivery. In the second four-hour session you will learn to create an agenda, manage the time, generate participation and lead the group through the process of creating an action plan and next steps.

**\$379 • Facilitator: Laura Lobo**

**Fargo:** Part 1 – Wednesday, July 27 • 8 a.m.-12 p.m.

Part 2 – Wednesday, August 10 • 8 a.m.-12 p.m.

### Leading Teams with DISC

In this four-hour session, you will learn about the four DISC styles. DISC measures behavioral style. It does not measure intelligence, aptitude, mental health or values. Members complete a DiSC assessment which creates a DISC profile which describes human behavior in various situations, for example how you respond to challenges, how you influence others, your preferred pace and how you respond to rules and procedures.

A high performing team exists when there is diversity in their abilities and an agreed commitment to accomplish the same objectives. Working well in a team requires navigating the interactions among team members in a way that propels the team forward.

The DISC Styles delivers a framework with which to better comprehend the motivations and preferences of each member. This accelerates a Team from Forming to the Performing Stage

**\$259 • Facilitator: Mary Beth Burns**

**Fargo:** Wednesday, August 24 • 8 a.m.-12 p.m.

### Basic Business Writing

In this six-hour class you will learn to create more engaging presentations, more actionable e-mails and more persuasive memos. The need for sharp writing skills in business is greater today than ever before. We're surrounded by mountains of text on our virtual and actual desktops every day. Learn how to choose the most powerful words and write the most effective documents to give yourself a much-needed edge. **\$299 • Facilitator: Stephanie Manesis**

**Fargo:** Part 1 – Wednesday, September 7 • 8 a.m.-12 p.m.

Part 2 – Wednesday, September 21 • 10 a.m.-12 p.m.

### Business Etiquette

In this two-hour class, you will increase your knowledge and ability to Practice Common Business Etiquette. Interact in a respectful manner with co-workers and subordinates, build rapport and make positive human connections, use proper netiquette, etiquette in the time of COVID and create an action plan. **\$129 • Facilitator: Mary Beth Burns**

**Fargo:** Wednesday, September 21 • 8-10 a.m.

### Leading with Emotional Intelligence

In this four-hour class you will learn how to Manage your emotions by recognizing how thoughts and emotions are connected. You will also learn how to improve your self-control by identifying physical cues that indicate your emotions may be taking over.

Also discover how emotional intelligence can help you develop more positive relationships at work and a more optimistic outlook. **\$259 • Facilitator: Kathy Marquette**

**Fargo:** Wednesday, October 5 • 1-5 p.m.



A great refresher  
for things I would  
anyone in my  
position would know.

But this not always the case.

### 7 Ways to Strengthen Your Company's Online Reputation in Virtual Meetings

Because your company's online reputation will affect customer retention metrics, great leaders must raise the bar!

#### In this class you will learn:

- To project a professional image always bring your best game.
- To prevent classic blunders by anticipating technical issues.
- An appropriate energy level keeps Attention without being distracting.
- How practicing consistency builds lasting trust.
- How to maximize impact by using superior listening skills.
- To gather feedback for continuous self-improvement.
- To reflect and add polish to your image of success.

**\$149 Call to schedule.**

**Facilitator: Laura Lobo**

### Voice Pizazz Blogging and Authorship Booster

It's no secret that either authoring a book or developing an online following through blogging are smart moves for both entrepreneurs and executive leaders. When you take career matters like these into your own hands, you set yourself apart. Practices like these demonstrate the character qualities and values that command higher salaries and pave the way to opportunities otherwise saved for the upper echelons. Don't waste another day at your current level. Step up your game with other like-minded high achievers by signing up today to become the best version of your professional self. For a three month duration, (12 online 2-hour sessions) this online course will involve a weekly 2-hour session tailored to the individual needs and goals of the participants. Prior to acceptance in this program, participants must complete an application to determine minimum qualifications and set up suitable matches with group teammates. **\$799 Call to schedule.**

**Facilitator: Laura Lobo**



# COMPUTER APPLICATIONS



Especially liked learning about the 3D model and adding images to the slides. The different styles of presentations and creation of the slides! Great instruction.

Cisco, CompTIA and MOC classes can be delivered as instructor-led, virtually or Online LIVE. Pricing varies by delivery option.

Contact Susie Carlson regarding pricing and training options.



**Susie Carlson**  
TrainND SE Director  
701-231-6912  
Susie.Carlson@ndscs.edu

## BUSINESS INTELLIGENCE: DASHBOARD IN A DAY

*Brought to you by Nexus Innovations*

Dashboard in a Day is a comprehensive 8-hour training session to help you understand and explore **Power BI** as a solution for business data collaboration. Dashboard in a Day is an introductory to intermediate course designed to accelerate your **Power BI** experience with practical, hands-on training. The workshop is meant for beginners as well as users with intermediate level skills and the goal is to give all the attendees a solid foundational knowledge of **Power BI** and a working dashboard of their data. **\$499**

**Trainers:** Tony Ambrose and Taylor Pope

**Fargo:** Tuesday, March 29 • 8 a.m.-5 pm.

**NEXUS**  
INNOVATIONS

## MICROSOFT POWER PLATFORM

*PowerApps, Flow, Common Data Service: App in a Day Workshop*

App in a Day is a comprehensive hands-on training workshop designed to help you understand and explore leveraging the Microsoft Power Platform for custom business apps. App in a Day is an introductory to intermediate course designed for solution developers and power users with experience designing and developing business solutions. Our goal is to give all the attendees a solid foundational knowledge of Microsoft PowerApps, Microsoft Flow, the Microsoft Common Data Service, and practical experience to have the confidence to use these tools to build custom solutions for their organization. **\$649 • Trainer: Tony Ambrose**  
**Call to schedule.**

## WE CAN ACCOMMODATE THAT!

Some of our classes only need a minimum of two people to attend, so please let us know and we can work with you to deliver the training!

*Minimum and maximum enrollment required for all classes. Previous versions of all computer programs are available by request.*



## AUTOCAD



### AutoCAD 2021 Fundamentals

The objective of AutoCAD 2021 Fundamentals is to teach students to create a basic 2D drawing in AutoCAD. All topics, including features and commands, relate both to AutoCAD and AutoCAD LT unless specifically noted otherwise in the courseware.

**\$1,899** (40 hours) • **Trainer:** Ed Cronin

**Call to schedule.**

### AutoCAD LT 2021 Essentials

The objective of this 24-hour, AutoCAD/AutoCAD LT 2021 Essentials is to teach students to create a basic 2D drawing in the AutoCAD software. Even at this fundamental level, the AutoCAD software is one of the most sophisticated computer applications that you are likely to encounter. Therefore, learning to use it can be challenging. **\$1,199** • **Trainer:** Ed Cronin

**Call to schedule.**

### AutoCAD Plant 3D 2022 Essentials

In this 4-day training course, you learn how to use the AutoCAD®P&ID and AutoCAD®Plant 3D software products to complete a plant design project. This training course provides a comprehensive overview that includes all common workflows for plant design plus a focus on project setup and administration.

#### Topics Covered:

- Introduction to AutoCAD Plant 3D
- Using AutoCAD P&ID
- Setting up and administering a Plant project

#### Prerequisites:

- A good working knowledge of AutoCAD (i.e., a minimum of 80 hours of work experience with the AutoCAD software), is recommended.

#### CLASS INFORMATION

Tuesday-Friday, May 17-21, 2022  
8:30 a.m.-4:30 p.m.

**Cost:** \$2,295

*Class size is limited. Registration closes on Tuesday, April 19.*

“ Ed made the material easy to understand and was very receptive to our questions.

“ Carol was so helpful. She made things easier to understand...put it in my terms I could understand better and easier.

#### Data Analysis and Visualization with Microsoft® Excel® (D.A.V.E.)

This course is designed for students who already have foundational knowledge and skills in Excel and who wish to perform robust and advanced data and statistical analysis with Microsoft Excel using PivotTables, use tools such as Power Pivot and the Data Analysis ToolPak to analyze data, and visualize data and insights using advanced visualizations in charts and dashboards in Excel. **\$499** (16-hour)

**Trainer:** Ed Cronin

**Call to schedule.**

“ The instructor’s excellent command of the subject matter meant he could switch quickly between following the booklet provided and stepping out of it to answer more specific questions that attendees had. Also, the training material in the booklet was helpful to see examples as we went through the steps. Also really liked that we all had individual computers so we could do the steps and then click around in excel instead of just watching someone do it on the screen like some other trainings I’ve seen.

## MICROSOFT® CLASSES

**Classes offer In Person or Virtual. Call for more information. Classes are 8:30 a.m.-4 p.m. unless listed.**

### Office 2016

**ACCESS - \$289**

**Level 1** Call to schedule.

**Level 2** Call to schedule.



**EXCEL - \$289**

**Level 1**

Fargo: Tuesday, April 19

Fargo: Tuesday, May 24

Fargo: Tuesday, June 14

**Level 2**

Fargo: Thursday, April 21

Fargo: Thursday, May 26

Fargo: Thursday, June 16

**EXCEL PIVOT TABLES - \$199**

Fargo: Tuesday, May 3

Fargo: Thursday, June 30  
8 a.m.-12 p.m.

**OUTLOOK - \$289**

**Level 1** Call to schedule.

**Level 2** Call to schedule.

**ONE NOTE - \$199**

Call to schedule.

**POWERPOINT - \$289**

**Level 1** Call to schedule.

**Level 2** Call to schedule.

**PROJECT - \$289**

**Part 1** Call to schedule.

**Part 2** Call to schedule.

**VISIO - \$289**

**WORD - \$289**

**Level 1** Call to schedule.

**Level 2** Call to schedule.

## ADOBE® CC 2020

*Classes are 8:30 a.m.-4:30 p.m. unless listed.*

**Call to schedule.**



**Adobe® Acrobat Pro DC**

**Part 1 & Part 2 - \$349**



**Adobe Illustrator**  
**Part 1 & Part 2 - \$349**



**Adobe InDesign**  
**Part 1 & Part 2 - \$399**



**Adobe Photoshop**  
**Part 1 & Part 2 - \$349**



# PROFESSIONAL CDL

“ My name is Kent and I attended NDSCS to obtain my commercial driver’s license. The staff treated me so well, I don’t even know how to describe it.

## CDL/TRUCK DRIVING

### 120 Total Hours

- ◆ 80 Hours – Behind the Wheel, Range and Skills Training
- ◆ 40 Hours – Classroom

**Schedule:** Monday-Friday 8:30 a.m.-5 p.m. (30 minute lunch break)

**Cost:** \$5,495

**Deposit:** \$1,000 to hold your seat for a class

## CURRENT COURSE INFORMATION OR TO REGISTER

Contact NDSCS.CDL@ndscs.edu or 701-231-6922 for current course offerings and availability.



**Brian Fuder**  
 Manager  
 701-231-6921  
 Brian.Fuder@ndscs.edu



**Shannon Herman**  
 Transportation Specialist  
 701-231-6922  
 Shannon.M.Herman@ndscs.edu



**Christopher Lemoine**  
 CDL Trainer  
 701-231-6876  
 Christopher.Lemoine@ndscs.edu



**Carl Ford**  
 CDL Trainer  
 701-231-6934  
 Carl.Ford@ndscs.edu





# INDUSTRIAL / MANUFACTURING

## MANUFACTURING & INDUSTRIAL CLASSES

- ◆ Blueprint Reading
- ◆ Basic Metallurgy
- ◆ Press Brake and Shear Operation
- ◆ Programmable Logic Controls
- ◆ Fanuc Robotics-Basic Programming and Operation
- ◆ Fire Extinguisher Training
- ◆ Silica Safety Training
- ◆ HAZWOPER (Hazardous Waste Operation and Emergency Response)

## NFPA 79

NFPA 79-2021 Electrical Standard For Industrial Machinery is the key regulatory standard for administering a safety protocol in any business that uses industrial machinery. This standard provides information that helps managers and workers apply the provisions of the standard to electrical equipment or systems. It applies to electrical or electronic equipment (or apparatus or systems) of industrial machines supplied from nominal voltage of 1000 volts or less. The standard applies to the point of connection of the supply circuit conductors to the electrical equipment of the machine. The standard is designed to protect equipment, operators, the facilities, and jobs in progress from electrical and fire hazards.

**OSHA**  
OSHA 10-hour &  
OSHA 30-hour



**WELDING**  
ATF Weld Testing  
Call for pricing.

**Customized Welding - Call for Availability**  
We provide a complete assessment of your company's welding process and customized training adjusted to your specific needs.

**Welding Qualification and Certification**  
AWS; ASME; API

**Welding Shop Safety**  
Weld Symbols

**Arch Welding**  
Gas Tungsten, Metal, Shielded Metal

“ Mitch was very knowledgeable on the source material. Really any question I could come up he could answer. Easy to ask questions of and was patient.

“ He was very fun to talk with throughout the training process. He makes this class very fun and easy to understand.

“ The instructor was very “hands on”.



# APPRENTICESHIPND

## THE PATHWAY TOWARDS SUCCESS

### REGISTERED APPRENTICESHIP PROGRAMS AT NDSCS

#### What is a Registered Apprenticeship?

A registered apprenticeship is a proven workforce development opportunity designed to meet the challenges that many of today's employers are facing.

#### 5 CORE COMPONENTS OF REGISTERED APPRENTICESHIP:



#### Employers Assist with the Development of Programs

The need of the employer is foundational to the development of the Registered Apprenticeship.



#### On-The-Job Learning

The employer identifies a mentor to assist in training the apprentice.



#### Related Technical Instruction

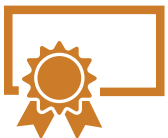
NDSCS provides along with employer and industry

recognized subject matter experts, the educational materials for each program.



#### Rewards for Skills Obtained

Apprentices receive wage progressions, at least annually to recognize the increased skills the apprentice has obtained.



#### Nationally Recognized Credentials are Earned

Registered Apprenticeship Programs result in a nationally recognized credential that is a guarantee to employers that apprentices are fully qualified for their chosen occupation.

#### Benefits for Employers

Registered Apprenticeship Programs help employers develop highly skilled employees. These programs can also greatly reduce turnover rates, recruiting and onboarding costs all while increasing satisfaction, productivity, safety and loyalty. Additionally, knowledge and experience of current employees is perpetuated in the new apprentice's development.

- Tailored Training Programs
- Knowledge Retention
- Registered Apprenticeship Programs
- Cost Savings
- Greater Loyalty from Employees

#### Benefits for Apprentices

Apprenticeship is a career pathway, training and guiding an apprentice through the first few years on the job. By the end of the program, apprentices are well equipped and valuable assets to their employer.

- Employment Guarantee
- Affordable
- Pathway to an Associated Degree
- Industry Supported Education
- Flexible Schedules and Self-Paced

## GETTING STARTED

### Apprentices

**STEP 1:** Learn more by visiting [NDSCS.edu/ApprenticeshipND](http://NDSCS.edu/ApprenticeshipND)

**STEP 2:** Apply to ApprenticeshipND

**STEP 3:** Set up appointment for screening

This process is designed to help you determine what will best fit you and your goals and how ApprenticeshipND can help you become more successful in today's workforce.

### Employers

A Registered Apprenticeship Program is a tried and true approach that is beneficial in preparing workers for jobs and meeting the needs of businesses for a workforce that is highly skilled and ready to perform.

ApprenticeshipND will assist you in:

- Exploring your specific needs
- Building the core components of a Registered Apprenticeship Program
- Identifying key components
- Launching your program to get employees working in the areas you need them.

Contact ApprenticeshipND to get started on exploring an apprenticeship strategy to meet your needs for highly skilled workers.

## REGISTERED APPRENTICESHIP PROGRAMS

Currently ApprenticeshipND is managing Registered Apprenticeship Programs in the areas of Emergency Medical Technician, Certified Nursing Assistant, Workforce Development Specialist, Construction Equipment Mechanic, Certified Medication Aide, Diesel Mechanic, and Operating Engineer. These programs are recognized by the US Department of Labor, Office of Apprenticeship. Recruiting, screening and selection of apprentices is currently underway.

For more information contact [NDSCS.RegisteredApprenticeship@ndscs.edu](mailto:NDSCS.RegisteredApprenticeship@ndscs.edu).

## RELATED TECHNICAL INSTRUCTION

Advance your education and apprenticeship skills while earning steady pay! Choose from over 100 non-credit correspondence courses in skilled craft positions.

Our customized program is set up for non-traditional students who may not be able to attend traditional classes. With today's job market, apprenticeship training gives you the advantage to compete in a global economy!

### Currently available programs of study:

- ◆ Electrical
- ◆ HVAC
- ◆ Carpentry
- ◆ Sheet Metal
- ◆ Fiber Optics/Cabling
- ◆ Plumbing/Pipefitting
- ◆ Machine Tooling

- ◆ Open enrollment all year
- ◆ Prices include all required materials and books
- ◆ Everything for the course is shipped directly to you
- ◆ Many programs are available online

## PHARMACY TECH IN TRAINING

Pharmacy Technicians are under direct supervision of a licensed pharmacist and assist the pharmacist to provide medication and healthcare products to patients and customers.

The student technician arranges on-the-job training with a participating pharmacist as a full-time employee while completing the 24-month non-credit modules with ApprenticeshipND. The Student Technician is registered with the North Dakota Board of Pharmacy. The curriculum is accredited by ASHP and upon successful completion of the Program, the Student Technician will be eligible for the Pharmacy Technician Certification Board national certification exam.



Having the ability to work while completing my courses has been crucial. My family is too established where I am living and that would not allow me to take courses on site at NDSCS.



**Brian Fuder**  
ApprenticeshipND Manager  
701-231-6921  
[Brian.Fuder@ndscs.edu](mailto:Brian.Fuder@ndscs.edu)



**Maggie Kluge**  
ApprenticeshipND Coordinator  
701-671-2206  
[Maggie.Kluge@ndscs.edu](mailto:Maggie.Kluge@ndscs.edu)



**Pamela Morrau**  
Project Specialist  
701-231-6927  
[Pamela.Morrau@ndscs.edu](mailto:Pamela.Morrau@ndscs.edu)





# SKILLSND PROGRAM



It really helped me to have confidence in myself and for job interviews.



**Deanne Sperling**  
SkillsND Director  
701-231-6918  
Deanne.Sperling@ndscs.edu



**Diane Pochardt**  
Administrative Specialist  
701-231-6930  
Diane.Pochardt@ndscs.edu

**We're taking on new challenges at SkillsND including pre-apprenticeship programs for healthcare, manufacturing, construction and more.**

**Visit [NDSCS.edu/SkillsND](https://ndscs.edu/SkillsND) for up-to-date information about classes and apprenticeship opportunities.**

Email: [NDSCS.SkillsND@ndscs.edu](mailto:NDSCS.SkillsND@ndscs.edu)

## **SKILLED TRADES | PRE-SKILLED TRADES CONSTRUCTION & MANUFACTURING**

### **Pre-skilled Trades Modules**

- Basic Math Review for Workplace
- Safety and Tools
- Essential Communication Skills for the Workplace
- Skilled Trades Job Search Skills

### **Skilled Trades Pre-Apprenticeship Modules**

- Construction Math/Print Reading Skills
- Power and Hand Tools
- OSHA/Forklift Safety
- Communication Skills/Computer Literacy



## CNA/HEALTHCARE

SkillsND's goal is to develop a comprehensive pathway for people entering the healthcare field.

Knowledge and skills gained through Certified Nurse Assistant (CNA) training and work in long-term care is a strong healthcare foundation.

### CNA-Healthcare Basics

- Generous scholarships are available for income-eligible people.
- Visit [NDSCS.edu/SkillsND](https://www.ndscs.edu/SkillsND) for up-to-date information about Healthcare basics.

### CNA Hybrid Classes

- Hybrid classes meet the needs of rural health care and other home-bound students. Class is 80% synchronous learning (real time with the instructor) and 20% face to face instruction at the NDSCS-Fargo Campus.
- Hybrid class requires a computer with a microphone and camera, stable internet, and commitment to online learning.
- 75-hour hybrid class meets the requirements of the ND Health Department
- Testing for NDSCS CNA students is scheduled at the end of the classes.

**Class Cost:** \$569 (includes book, workbook and supplies)

**CNA Certification Test:** \$200 (if purchased with class registration)

### CLASS SCHEDULE AT NDSCS-FARGO

Visit [NDSCS.edu/CNAregistration](https://www.ndscs.edu/CNAregistration) and [NDSCS.edu/CNA](https://www.ndscs.edu/CNA) for more information and the specific schedule of classes.

### CNA CERTIFICATION TESTING

NDSCS-Fargo is a regional test site for the North Dakota CNA Certification Exam and provides testing in support of the healthcare industry.

Testing is held approximately two times per month.

**CNA Certification Test:** \$220

Visit [NDSCS.edu/CNAtesting](https://www.ndscs.edu/CNAtesting) for costs, dates, and rates.

#### CNA HEALTHCARE BASICS & CNA CLASS REGISTRATION

[NDSCS.edu/CNAregistration](https://www.ndscs.edu/CNAregistration)

#### CNA CLASSES

[NDSCS.edu/CNA](https://www.ndscs.edu/CNA)

#### CNA TESTING

[NDSCS.edu/CNAtesting](https://www.ndscs.edu/CNAtesting)

### CNA HEALTHCARE BASICS & CNA CLASS QUESTIONS?

**Online** [NDSCS.edu/CNA](https://www.ndscs.edu/CNA)

**Email** [NDSCS.CNA@ndscs.edu](mailto:NDSCS.CNA@ndscs.edu)

**Call** 701-231-6930



I found the teacher to be easy to understand.

He made it interesting - very valuable.



CNA Healthcare Basics class makes you have a strong foundation. I enjoy

the classes with wonderful lecturers every day.



### INTERESTED IN A FULFILLING TEACHING OR VOLUNTEER ROLE?

SkillsND is looking for people committed to helping adults move into successful jobs and careers.

**Contact us today.**

# ONLINE COURSES



## Gain skills for the 21st century from UGotClass

Numerous online certificates and courses are available in the following areas:



**Susie Carlson**  
TrainND SE Director  
701-231-6912  
Susie.Carlson@ndscs.edu

## NEW UGOTCLASS PROGRAMS

[NDSCS.edu/OnlineTraining](http://NDSCS.edu/OnlineTraining)

Next Certificate Classes Start on April 4, 2022

### BUSINESS CLASSES & CERTIFICATES

Accounting and Finances for Non-Financial Managers

#### Bookkeeping Certificate

- ◆ Understanding Debits and Credits
- ◆ General Ledger and Month End Procedures
- ◆ Closing Procedures and Financial Statements

#### Entrepreneurship Certificate

- ◆ Entrepreneur Boot Camp
- ◆ The Business Plan
- ◆ Entrepreneurial Marketing

### BUSINESS COMMUNICATION

#### Certificate in Basic Game Design

- ◆ Introduction to Game Design
- ◆ Intermediate Video Game Design

#### Certificate in Customer Service

- ◆ Extraordinary Customer Service
- ◆ Keys to Customer Service

#### Negotiation: Get What You Want

#### Certificate in Business Writing

- ◆ Business Writing
- ◆ Effective Copywriting
- ◆ Writing News and Press Releases

#### Certificate in Workplace Communication

- ◆ Conflict Management
- ◆ Negotiation: Get What You Want
- ◆ Using Personality Profiles for Better Work Performance

### DATA SCIENCE CERTIFICATES

#### Certificate in Data Analysis

- ◆ Introduction to Data Analysis
- ◆ Intermediate Data Analysis
- ◆ Advanced Data Analysis

#### SQL Certificate

- ◆ Introduction to SQL
- ◆ Intermediate to SQL
- ◆ Advanced SQL

#### Certificate in Web Design

- ◆ Introduction to Web Design
- ◆ Intermediate Web Design
- ◆ Advanced Web Design

#### Coding Certificate

- ◆ Introduction to Coding
- ◆ HTML Fundamentals
- ◆ CSS Fundamentals

### NEW MEDIA MARKETING

#### Digital Marketing Certificate

- ◆ Improving Email Promotions
- ◆ Boosting Your Website Traffic
- ◆ Online Advertising

#### Mastering Video Marketing Certificate

- ◆ Video Marketing
- ◆ YouTube for Business

### SOCIAL MEDIA FOR BUSINESS

#### Social Media for Business Certificate

- ◆ Introduction to Social Media
- ◆ Integrating Social Media in Your Organization
- ◆ Marketing Using Social Media



# ONLINE COURSES



## ONLINE LEARNING

*Anytime, anywhere...Just a click away!*

**Learn from the comfort of home!  
Visit our website for program details! [NDSCS.edu/Ed2Go](http://NDSCS.edu/Ed2Go)**

Online Learning provides you with high-impact, real-world training. TrainND Southeast has long offered hundreds of online courses in topics including business, computer applications, writing, accounting, soft skills and more. Some of these can even prepare you for in-demand jobs and earn nationally recognized certifications.

### POPULAR CLASSES

- ◆ A to Z Grant Writing Series
- ◆ Accounting Fundamentals
- ◆ Accounting with QuickBooks Online Suite
- ◆ Administrative Assistant Suite
- ◆ Basic Computer Skills Suite
- ◆ Business Budgeting for Beginners
- ◆ Creating Web Pages
- ◆ Discover Digital Photography
- ◆ Discover Sign Language
- ◆ Everyday Math
- ◆ Financial Planning Suite
- ◆ Grammar for ESL
- ◆ GRE Prep Series
- ◆ Introduction to Interior Design
- ◆ Introduction to Python 3 Programming
- ◆ LSAT Preparation Series
- ◆ Mind-Body Therapies Bundle
- ◆ Nutrition and Health Bundle
- ◆ Photography Suite
- ◆ Prepare for GED Test Series
- ◆ Project Management Fundamentals Series
- ◆ Real Estate Investing
- ◆ Speed Spanish
- ◆ Stock Trading Suite
- ◆ TEAS Prep Series

### NEW COURSES! ADVANCED CAREER TRAINING

- ◆ ACE Personal Trainer
- ◆ ACE Personal Trainer with Fitness and Health Internship
- ◆ ACSM Certified Exercise Physiologist
- ◆ ACSM Certified Exercise Physiologist with Fitness and Health Internship
- ◆ ACSM Personal Training
- ◆ ACSM Personal Training with Fitness and Health Internship
- ◆ Certified Technical Writer
- ◆ Technical Writer Manager

## ONLINE CAREER TRAINING PROGRAM CATEGORIES

### Arts and Design

11 programs

### Business

118 programs

### Computer Applications

51 programs

### Computer Science

15 programs

### Construction and Trades

33 programs

### Health and Fitness

61 programs

### Hospitality

27 programs

### Information Technology

46 programs

### Language

2 programs

### Legal

13 programs

### Teacher Professional Development

5 programs

### Writing

3 programs

**NEW! THE VIRTUAL  
CAREER CENTER  
Open 24 Hours a Day**

## COMING SOON!

**Prepare your drivers  
for different driving  
environments!**

**Driving simulator options:**

- ◆ Truck
- ◆ Fire/EMS
- ◆ School bus/Motor Coach
- ◆ Snowplow

**Contact Shannon Herman  
for more information.**

Shannon.M.Herman@ndscs.edu  
701-231-6922

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